

# Random Moment Time Study (RMTS)

MANDATORY ANNUAL TRAINING FOR INDEPENDENT SCHOOL DISTRICTS (ISD)

**Federal Fiscal Year 2022**

(October 2021 to September 2022)

## TRAINING REMINDER #14

RMTS annual training is mandatory for all independent school districts (ISDs) that wish to participate in the Medicaid Administrative Claiming (MAC) and/or School Health and Related Services (SHARS) programs. Training sessions are conducted by the Texas Health and Human Services Commission (HHSC).

It is crucial ISDs understand that compliance with the RMTS annual training requirement is mandatory. Failure to comply with this requirement will impact the ISD's ability to draw federal funding for MAC and/or SHARS services provided. In addition, ISD's will not be given full access to the online time study system for FFY 2022 until the annual training requirement is met.

**Annual training is mandatory for at least two district employees** designated by the entity as a RMTS Contact. If your district is contracted with a Co-op, SSA or third-party vendor, the district's RMTS Contact(s) is still required to complete annual training. The RMTS Contact is responsible for ensuring the district complies with all RMTS requirements and serves as a communicator between HHSC and their district participants.



Beginning FFY 2022, a **Primary RMTS Contact will now be required to take annual training every FFY**. A Primary RMTS Contact will have until the end of the 1st quarter RMTS training period to complete their annual training (May 2021 – August 2021). A Secondary RMTS Contact will be required to complete annual training before the end of the FFY training period (May 2021 – February 2022). If your district has multiple secondary RMTS Contacts who are district employees, you can select one person who will be responsible for completing the annual training for the 2-district employee requirement. Please see the FFY 2022 RMTS ISD training schedule for specific training dates below. RMTS Contacts can view training dates and register for training at the link below. Again, if a district is contracted with an SSA, Co-op or third-party vendor, each district is still required to have at least 2 employees from their district trained.

The below link will take you to the HHSC Provider Finance Department ISD training information webpage on which you will find details about training requirements, training registration, as well as a list of contacts should you have any questions.

<https://pfd.hhs.texas.gov/time-study/time-study-independent-school-districts-isd/time-study-isd-training-information>

### Upcoming Training Sessions for FFY 2022:

Date	Program	Mode	Type	Start	End	QTR
2/1/2022	ISD	Webinar	Initial	8:30 AM	12:00 PM	3rd
2/17/2022	ISD	Webinar	Refresher	1:00 PM	3:30 PM	3rd

**\*If you are more than 15 minutes late to any training, you are automatically ineligible to receive training credit.**

### **"Initial vs Refresher"**

Training requirements can be met by one of two methods. RMTS Contacts who have never attended RMTS ISD training must attend "initial" training. Those who have attended an initial training may attend either initial or refresher training. See above website for additional details.

The training for RMTS Contacts is held separate from the training for MAC Financial Contacts and SHARS Cost Report Contacts. Training for the MAC Financial Contacts and SHARS Contacts will be offered closer to the actual financial reporting periods. Although an overview of the MAC Financial and SHARS Cost Report will be provided during the RMTS training, it is mandatory for the MAC Financial Contact to attend the separate MAC Financial training and the SHARS Contact to attend the separate SHARS Cost Report training in order to have access to the online financials. Information about the MAC Financial and SHARS Cost Report training session is available at the links provided below.

MAC - <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-independent-school-districts-isd/mac-isd-training-information>

SHARS - <https://pfd.hhs.texas.gov/acute-care/school-health-and-related-services/shars-training>

If you have any questions, please contact the Texas Health and Human Services Commission (HHSC) Time Study Unit at [Timestudy@hhs.texas.gov](mailto:Timestudy@hhs.texas.gov) or at (737) 867-7794.